

PROPERTY DISPOSAL ACTION (PDA) FORM

The PDA, a multi-use form, is used by Accountable Property Officers (APO) and the Office of Contracting & Procurement's (OCP) Personal Property Division (PPD) to facilitate the disposition of the excess and surplus personal property of the Government of The District of Columbia. APO's use the PDA to identify and report the personal property owned by or in the custody of their Department/Agency (which has been determined to be excess to its needs/requirements) to the PPD and to request a disposition determination from the PPD. The PPD uses the PDA to survey personal property reported as excess by the various District government departments/agencies; to communicate disposition/disposal instructions to APO's for personal property reported as excess; to declare excess personal property surplus, when no known need exists for the property in the Government of the District of Columbia; and to grant/communicate authorization for the sale, disposal, destruction and/or abandonment of surplus personal property.

INSTRUCTIONS

(Please type or print in black or blue ink)

Agency Identifier; Sections: 1 - 8 This section is generally self-explanatory.

Block No. 1. PDA No. The PDA No. is a document identifier number assigned by the Accountable Property Officer. It should consist of an agency identifier, the fiscal year and a sequential numerical identifier, e.g. OCP-02-001.

Block No. 2. Date

Block No. 3. Department

Block No. 4. Agency/Division

Block No. 5. Address

Block No. 6. Telephone No.

Block No. 7. Fax No.

Block No. 8. Contact Person's Name

Property Identifier; Section: 9 a - g

Block No. 9a. Item No. Each item of personal property reported for disposition should be listed individually and identified by an "Item No."

Block No. 9b. Description Provide a description of (define) each piece of property or line item being reported for disposition. Include descriptive information such as the item name, the noun or nomenclature, the manufacturer or make, the model or serial number, the type property or material, or any other descriptive characteristics to identify the property.

Block No. 9c. Quantity Indicate the quantity (the amount) of a particular piece of property or line item that is being reported for disposition.

Block No. 9d. Unit Identify the unit of issue of each piece of property or line item being reported for disposition; e.g. Each (Ea), Package (Pkg), Hundreds (Hd), Set (St), Case (Cs), Bundle (Bd), etc.

Block No's. 9e. and 9f. Unit and Total Acquisition Cost Provide the unit and total acquisition costs for each line item of property reported for disposition. The acquisition cost is the cost to the original owner of the property at the time of purchase, or the cost to the owning/custodial agency of the property at the time of acquisition if any such cost were incurred. Unit cost is the cost per unit of issue and total cost is a product of the unit cost times the quantity. If the actual acquisition cost is unknown, provide the most intelligent and accurate estimate possible, but **do not** leave Acquisition Cost blank.

Block No. 9g. Total Indicate the total acquisition cost of all property reported for disposition on the PDA (add the total acquisition costs of all line items).

Action Requested; Section: 10 a – d This section provides the APO a means to communicate his/her intentions to the PPD and to request a disposition determination for the property reported. The APO should check all appropriate box(es).

Block No. 10a. Excess to the needs/requirements of this activity; Check the appropriate box(es) indicating whether the property reported for disposition is either Serviceable or Unserviceable; Repairable or Uneconomical to repair.

Block No. 10b. Request authorization to transfer to (DC Government entities only. Property cannot be transferred to any entity out side of the DC Government); Provide the name of the Agency and Contact Person, and a contact Telephone No.

Block No. 10c. Request authorization for trade-in/exchange sale (exchange sale is the sale of personal property in exchange for like replacement property, credit or future monetary consideration); Provide the name of the Merchant/Vendor and Contact Person, and a contact Telephone No.

Block No. 10d. Other; Provide an explanation appropriate to either the status of the property reported for disposition and/or the APO's intentions for the property or both.

Signature: The PDA should be signed by the Accountable Property Officer of the reporting Department/Agency. (The APO is a supervisory or administrative employee appointed by the Department Head and vested with the authority and responsibility for effecting the physical and fiscal accountability of all personal property assigned).

If the APO is unavailable to sign the PDA, it may be signed by a duly authorized and/or designated alternated. Otherwise, the Department Head must sign the PDA.

Disposition Determination: This section of the PDA is to be completed by the Personal Property Division. **No entries are required, and none should be made, by the reporting agency.**

PROPERTY DISPOSAL ACTION

TO: Office of Contracting & Procurement
Personal Property Division
2100 Adams Place, NE, 2nd Floor
Washington, DC 20018-3627
(202) 576-6472 or Fax (202) 576-7111

1. PDA No.	2. Date
3. Department	
4. Agency/Division	
5. Address	
6. Telephone	7. Fax No.
8. Contact Person(s)	

9. PROPERTY FOR DISPOSAL AND/OR TRANSFER

(a) Item No.	(b) Description (Item name, manufacturer, serial & model number, type material)	(c) Quantity	(d) Unit	Acquisition Cost	
				(e) Unit	(f) Total
				Total	

10. ACTION REQUESTED *(To be completed by requesting agency)* Relief from accountability and responsibility for government property as listed above.*

- a. ☐ Excess to needs/requirements of this activity;
☐ Serviceable ☐ Unserviceable
☐ Repairable ☐ Uneconomical to repair
- b. ☐ Request authorization to transfer to:
Agency:
Contact:
Telephone:
- c. ☐ Request authorization for trade-in/exchange sale
To:
Contact:
Telephone:
- d. ☐ Other:
Explain:

Signature: _____
Agency Accountable Property Officer

11. DISPOSITION DETERMINATION *(To be completed by Personal Property Division, actions directed, to be performed by Requesting Agency.)* **DO NOT WRITE IN THIS BOX.**

- a. ☐ Deliver property to refuse disposal transfer station, scrap dealer, or landfill. *
- b. ☐ Deliver property to PPD Warehouse. *
- c. ☐ Property sold or to be sold at public auction. *
- d. ☐ Other: _____

***NOTE:** Once action is complete, you should drop property from your accountable property records.

PPD Approval: _____
District of Columbia Property Disposal Officer

PROPERTY DISPOSAL ACTION					
TO: Office of Contracting & Procurement Personal Property Division 2100 Adams Place, NE, 2 nd Floor Washington, DC 20018-3627	1. PDA No.		2. Date		
	3. Department				
	4. Agency/Division				
	5. Address				
	6. Telephone		7. Fax No.		
	8. Contact Person(s)				
	9. PROPERTY FOR DISPOSAL AND/OR TRANSFER				
(a) Item No.	(b) Description (Item name, manufacturer, serial & model number, type material)	(c) Quantity	(d) Unit	Acquisition Cost	
				(e) Unit	(f) Total
				Total	

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